



## Administrative Office of Courts

ACDD, MIS, Juvenile, & Traffic Divisions

# TECHNOLOGY UPDATE

## Welcome

In this issue, a District Court Judge and his assistant retire, we say goodbye to one of members of the newsletter team, we update you on some of the new and improved electronic forms becoming available and we give you an update on the latest Alafile standings. Also, take a look at some tips the "Crabby Office Lady" has for us.

We would like to thank you for all of your support and feedback. As always, if you have any special news or announcements that you would like featured, please email us at [newsletter@alacourt.gov](mailto:newsletter@alacourt.gov).

SATURDAY, APRIL 22, 2006

### Alabama officials laud retiring Bibb, Lowery

By Sheryl Marsh  
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Morgan County District Court Judge David Bibb is leaving his mark on the judicial system, not only in Morgan County but also throughout the state.



DAILY Photo by John Godbey  
District Court Judge David Bibb with judicial assistant Sherry Lowery. Both are retiring. District Court Judge David Breland emceed the event.

For years the county's district court system under Bibb and Judge David Breland has been labeled one of the best and particularly known for efficiency.

Friday, county and state officials during a retirement party vocalized that reputation for Bibb and his judicial assistant Sherry Lowery.

"I've been fortunate in my career to have worked with them," said Mike Carroll, assistant administrator of courts. "Morgan ranks among the highest in the state and one of the busiest. They have never had a backlog."

Carroll also praised Lowery, saying how she is responsible for getting judges' secretaries titles changed to administrative assistants.

Carroll presented the judge with a plaque from Chief Justice Drayton Nabers. Others, including the director of the Morgan County Department of Human Resources and U.S. Rep. Bud Cramer's local representative, honored Bibb. Both Bibb and Lowery received plaques, certificates and gifts.

Although Friday was their official retirement day, Bibb and Lowery will continue working for a while.

Bibb said he will work close to a full week until his replacement is appointed or elected. Lowery will continue to work to help with the transition.

Former Gov. Fob James appointed Bibb to the judgeship in 1981. Voters elected Bibb to the post in 1982, and he won subsequent bids for re-election.

Five candidates are running for Bibb's office in the June 6 primary.

*Hello everyone! I just wanted to let you all know that I will no longer be an editor in the newsletter. I have changed jobs from the child support division of ACC to the finance department of ACC. I am really enjoying my new position but will miss working with the newsletter. I greatly appreciate the opportunity I had in participating in the development of this newsletter and monthly editions published thus far.  
Thanks, Jennifer McCartha*

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## Newsletter Spotlight

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Editors:  
Jeremy Darabaris  
Shel Singleton

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## TECHNOLOGY UPDATE

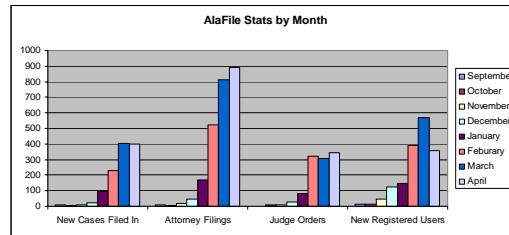
### AlaFile Enters Phase Two



**AlaFile™**  
brought to you by alacourt.com

Phase One of AlaFile focuses on the motion filing process and has been successfully implemented in 15 sites. We are pleased to announce the introduction of Phase Two expanding AlaFile to incorporate the filing of complaints, answers, and other general filings. Testing of Phase Two begins on Monday, May 15, 2006 in Baldwin County.

There has been welcomed attention being placed on the Alabama's e-filing project and as you can see from the chart, it has really taken off. AlaFile has already improved the ability of local courts to offer online services. Since a number of courts nationwide already operate in a paperless environment, questions about general processes, archiving, document formats, and cost benefits are not the obstacles they once were in the past. With so many consumers e-filing their taxes or accessing other government services online, the demand for e-courts is stronger than ever. We are proud to say that Alabama is one of the first states in the nation to implement a state-wide e-filing court operation.



### Temporary Employees' Time Sheets Go Electronic

By Tina Carr

A new transition brought a lot of changes for the year 2006, and one of those changes in particular is the new semi-monthly timesheet. The semi-monthly timesheet has been revised because the Fair Labor Standards Act (FLSA) requires non exempt State employees (i.e., temporary employees, etc) who are eligible for overtime or compensatory time to be compensated appropriately.

The FLSA cycle covers a seven (7) day period running from Saturday through Friday, with hours in excess of 40 resulting in compensatory time or overtime. This new timesheet will allow Payroll to document and keep more accurate records for hours worked by temporary employees.

This new timesheet for semi-monthly employees will mostly be used by the Circuit Clerk's office. These employees are temporary employees who are normally paid through the Circuit Clerk's Restitution Fund Account.

***For your convenience the new timesheet will be set up in two formats: 1) ON-LINE – PDF format and 2) Excel. You can complete the form either in Excel or ON-LINE-PDF, and then print your document.***

***TO ACCESS THE ON-LINE TIMESHEET, GO TO [HTTP://EFORMS.ALACOURT.GOV](http://eforms.alacourt.gov)***

***SELECT PERSONNEL (LEFT HAND SIDE OF SCREEN)***

***SELECT "NEXT" (FOUND AT THE BOTTOM RIGHT OF YOUR SCREEN)***

***THIS WILL TAKE YOU TO PAGE 2***

***SELECT TEMPORARY EMPLOYEE TIMESHEET, COMPLETE IT ON-LINE,***

***PRINT IT OUT AND FORWARD IT TO PAYROLL WITH YOUR CHECK.***

This new timesheet is used for an employee who is paid through the "Allotted funds" account. Please write the word "ALLOTTED" on those particular timesheets. In addition, the timesheet is used by some Judges who rehire retired employees in a clerical position. If this is the case, please write "STATE FUNDED" on this particular timesheet. For Special Services employees (i.e., temporary judicial aides, referees) please continue to use the form that you currently use to submit to payroll. Last, but not least, employees who periodically work overtime will still use the standard form "OVERTIME REPORT" of hours worked form.

Eventually, all timesheets (New Semi-Monthly Timesheet; Special Services Timesheet (Temporary Judicial Aide); Overtime Report of Hours worked) will be placed ON-LINE in PDF format.

Also, generating the new timesheet has been a collaborative effort from various employees who helped put this new timesheet together. The new timesheet will allow users to complete and process data more efficiently. So, personally, I would like to thank Shel Singleton, Kathy Coulter, Corinne Hurst, and Steve Grimes for their assistance and support.

If you have any questions, please contact me via email at [tina.carr@alacourt.gov](mailto:tina.carr@alacourt.gov) or (866)-954-9411; extension 5109.



# TECHNOLOGY UPDATE

## 10 Office features you should not do without \*\*\*

Applies to: [Outlook](#), [PowerPoint](#), [Word](#), [Excel](#), [FrontPage](#), [Publisher](#), [OneNote](#)



### The Crabby Office Lady

There are things in life we just can't do without: love, friendship, a bathroom door that locks. With Office, the same is true: Some features should not be overlooked or you risk an inefficient work life. It's about high time you made note of what these things are.

#### Feature #1: The editor inside the box: Use the Spelling checker

...especially if you're writing to me! If I've said it once, I've said it 100 times: Please, if you're sending e-mail, writing a letter, or creating a Web site, please make use of the spelling checker. Either turn on this feature so that it automatically notifies you when you've misspelled a word, or press F7 to launch the spelling checker yourself before you've completed your task. It's simple, it's quick, and it's the courteous thing to do.

#### Feature #2: Say it, don't spray it: The Bcc box

Now this one I KNOW I've mentioned before. Bcc is an abbreviation for blind carbon copy. If you add a recipient's name to this box in an e-mail, a copy of the message is sent to that recipient, and the recipient's name is not visible to other recipients of the message. Consider using the Bcc box when:

- You want your mailing list to remain private.
- You want to protect your recipients from possibly getting on a spammer's list.

Consider this: If you send out a message to 10 people (and you don't put their e-mail addresses in the **Bcc:** box), if each of those 10 people forwards it to 10 other people, and if each of those 100 people forwards it to 10 more people, your original 10 e-mail addresses are now available to 10,000 strangers. (This is how a version of that "six degrees of Kevin Bacon" game gets started.) The chances of one of those 10,000

recipients being a spammer is pretty good in today's world. Of course, there are other reasons to use the **Bcc** box, but I'll leave you and your sneaky mind to come up with those.

#### Feature #3: I came, I saw, I rewrote: Revision marks

Writers and editors have to work together; it's a law of nature, like gravity or a rained-out wedding. Using revision marks in Word is one way to keep track of all the changes — agreed upon or otherwise — that you, as a writer or a reviewer, talk about as a document is written. Using Word's built-in reviewing tools, such as comments or tracked changes, is a lot easier than getting out the red pen or using strikethrough formatting (or whatever). Make use of this handy feature; it really facilitates the reviewing process.

#### Feature #4: Get yourself some insurance: Protect your work

Security is a big word these days, and you'd be wise to pay attention. There are many aspects to computer security, and being who I am, I'm here to encourage you to make your Office documents as secure as you can. Some of the ways you can do this are to password-protect your documents, presentations and spreadsheets; lock your shapes in Visio and prevent changes to files; protect your InfoPath form designs; and [Sign up for security bulletins on the Microsoft Security site](#). I'm not going to say that security is a simple, straight-forward topic; it isn't. But if you read the information we have out there and follow some of our guidelines, you can rest assured that your Office documents will be a lot more secure than if you just close your eyes and hope for the best.

\*\*\*This is from the <http://office.microsoft.com>. The next 6 tips to follow in subsequent issues.